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**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

ANDREW J. BRUCK  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**January 18, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-12**

A temporary employment services opportunity currently exists with the Department of Law & Public Safety, New Jersey Coordinator of Addiction Responses and Enforcement Strategies, for applicants who meet the requirements specified below:

**TITLE:** Special Services  
(Hourly Program Specialist)

**SALARY:** \$31.14 to \$35.46 per hour

**LOCATION:** New Jersey Coordinator of Addiction Responses and Enforcement Strategies  
124 Halsey Street  
Newark, New Jersey 07102  
(*Statewide travel required for work responsibilities*)

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the limited supervision of a supervisory official within the New Jersey Coordinator of Addiction Responses and Enforcement Strategies (NJ CARES), will be responsible for managing opioid related programs/initiatives funded by state and federal funds that focus on law enforcement linking individuals with substance use disorder issues to the appropriate care. These programs include but are not limited to: Operation Helping Hand, Municipal Drug Court programs, Opioid Response Teams, and Law Enforcement Assisted Diversion. Activities include but are not limited to: working with various public safety and public health stakeholders to develop and implement programs; administration and management of grant programs; completing financial and program reporting; overseeing data and evaluation of projects; attending meetings and relevant conferences to discuss and present outcomes of programs; staying abreast of issues and data relating to the opioid epidemic to propose new programs; assisting with writing grant applications to request available funding for new programs relating to law enforcement addressing the opioid epidemic; and does other related work.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**SPECIAL NOTE:** Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

**PREFERENCE:** Preference will be given to applicants with a background in law enforcement or community policing and program management, have strong written/oral communication and organizational skills, and have a demonstrated commitment to addressing the opioid epidemic.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-12 and a current resume on or before the closing date of February 2, 2022:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

